

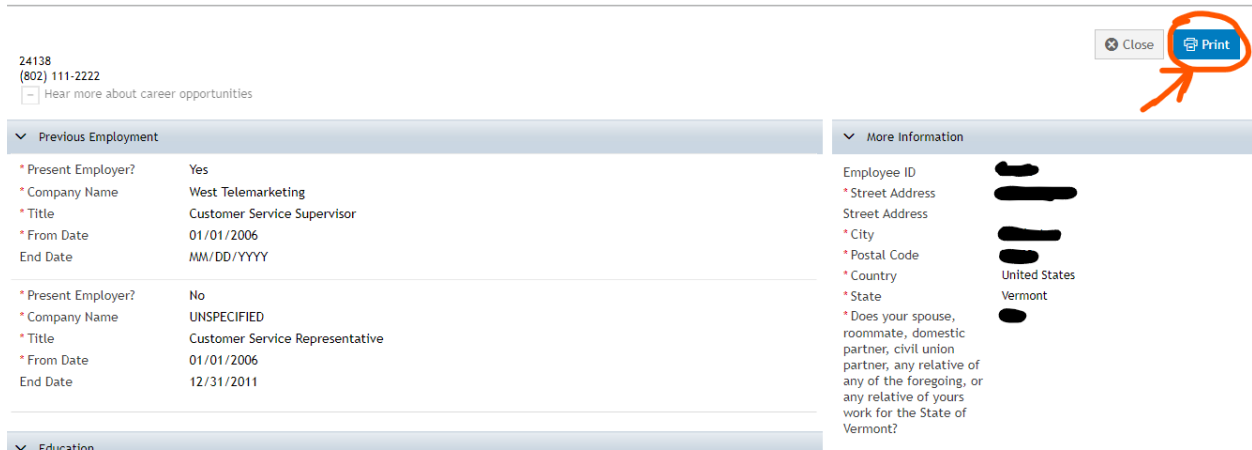
How to Save Your Candidate Profile and Application(s) in SuccessFactors

Download and Save Your Candidate Profile

To save your Candidate Profile information, click on “Print Preview” in the upper right corner of the screen:




A new pop up screen will appear with your profile information. In the top right corner, click on the “Print” button.



In the “Destination” field, you can either select a printer to print a hard copy of your profile, or you can select a “Print to PDF” option if you would like to save an electronic version. Click the “Print” button in the bottom right to print or save:

Print 1 sheet of paper


Destination  Microsoft Print to PDF ▼

Pages All ▼

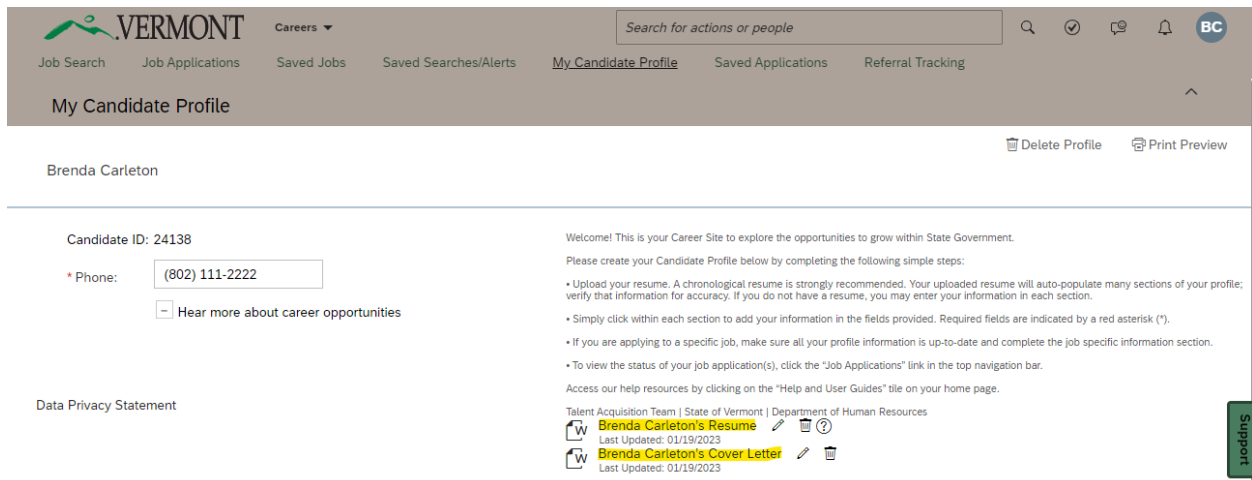
Layout Portrait ▼

Color Color ▼

More settings ▼

 **Print** Cancel

To download your application and/or cover letter, click on the links labeled “Employee X’s Resume” and “Employee X’s Cover Letter.”




The screenshot shows the 'My Candidate Profile' page for Brenda Carleton. The page includes a navigation bar with links for Job Search, Job Applications, Saved Jobs, Saved Searches/Alerts, My Candidate Profile (active), Saved Applications, and Referral Tracking. The profile information shows Candidate ID: 24138 and Phone: (802) 111-2222. There is a 'Hear more about career opportunities' link and a 'Data Privacy Statement' link. A welcome message and instructions for creating a candidate profile are provided. At the bottom, there are two document links: 'Brenda Carleton's Resume' (last updated 01/19/2023) and 'Brenda Carleton's Cover Letter' (last updated 01/19/2023). A 'Support' button is visible on the right side.

The documents will automatically download to your device.

Download and Save Your Applications

To download an application and/or cover letter that has already been submitted. Go to **Job Applications** tab to view a listing of all positions to which you’ve applied:


VERMONT
Careers ▾

[Job Search](#)
[Job Applications](#)
[Saved Jobs](#)
[Saved Searches/Alerts](#)
[My Candidate Profile](#)
[Saved Applications](#)

Job Applications

Jobs Applied

Job Title ↑	Actions	Req ID	Date Applied	Status
Benefits Programs Specialist	Select ▾	46040	01/19/2023	Application received

Items per page: 10 ▾ Showing 1–1 of 1

[Find More Jobs](#)

Under the “Actions” column, select “View/Edit Application” for each application that you would like to print or save:

Job Applications

Jobs Applied

Job Title ↑	Actions	Req ID	Date Applied
Benefits Programs Specialist	Select ▾ View Resume Withdraw Application View/Edit Application	46040	01/19/2023

Items per page: 10 ▾ Showing 1–1 of 1

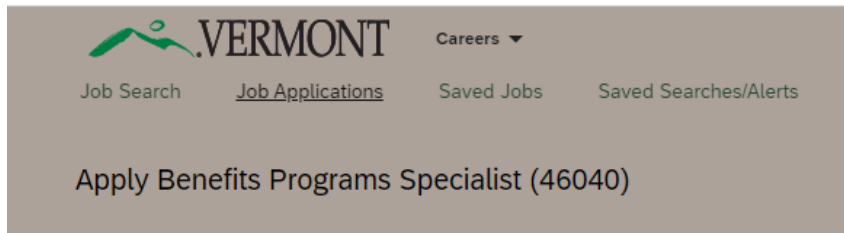
[Find More Jobs](#)

To download the application, click on Print Preview in the upper right corner, on when your application comes up on the pop up screen, select “Send to Printer” from the top. As with your profile, you can print a hard copy or download an electronic version by selecting the appropriate destination.

[Send To Printer...](#)
[Close Preview](#)

	Application
Legal First Name	Brenda
Legal Last Name	Carleton
Primary Phone	(802) 111-2222
Country	United States
Cover Letter	Last Updated: 01/19/2023
Attach Resume/CV	Last Updated: 01/19/2023
Attached Documents:	0 attached
Additional Documents:	0 attached
If you did not upload a resume, please use this area to list all relevant work experience/job responsibilities relevant to this position.	

To download the resume and/or cover letter that was submitted with this application to your device, click on the links labeled “Employee X’s Resume” and “Employee X’s Cover Letter.”





Application

* Legal First Name

* Legal Last Name

* Primary Phone

* Country

Cover Letter [Brenda Carleton's Cover Letter](#)  

Last Updated: 01/19/2023

Attach Resume/CV [Brenda Carleton's Resume](#) 